

# OFFICE OF STATE EMPLOYMENT RELATIONS

## *DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN*

**Date:** October 3, 2004

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0052-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is October 3, 2004**, unless otherwise stated.

1. *Abolish* the **Community Treatment Specialist** classification, **effective October 3, 2004**, and *modify* the **Treatment Specialist 1, 2** classification specification by incorporating the definition of the Community Treatment Specialist in recognition of the similar job functions the two classifications share. Agencies will be responsible for manual reallocation of the positions. Questions may be directed to Tammy Haack at (608) 266-8232.
2. *Abolish* the **Engineering Program Coordinator** classification, **effective October 3, 2004**, at the request of the Department of Natural Resources because the function no longer exists. The department will be responsible for manual reallocation of the positions. Questions may be directed to Pat Waterman at (608) 266-8149.
3. *Abolish* the **Deputy Division Administrator, Department of Electronic Government** classification and *modify* the **Information Technology Manager** classification specification, **effective October 3, 2004**, to reflect the abolishment of the Department of Electronic Government and the creation of the Division of Enterprise Technology in the Department of Administration, and include the further collapsing of classifications within the broadband system. The Department of Administration will manually process reallocation notices. Questions may be directed to Tim Borchert at (608) 267-5165.
4. *Abolish* the **Policy Initiatives Advisor** classification, **effective October 3, 2004**, to eliminate the reference to this classification being used for short-term assignments, and *create* the **Policy Initiatives Advisor-Executive** classification to broaden the definition of the previous classification to allow its use by large and major agencies. The affected agencies will be required to process manual reallocation notices and submit them to OSER for approval because the Policy Initiatives Advisor-Executive classification is not delegated. Questions may be directed to Leean White at (608) 267-0344.
5. *Abolish* the **Public Utility Policy Advisor, and DHFS Youth Policy Director** classifications, **effective October 3, 2004**, because they are agency-specific, single-position classifications that are no longer needed, and *create* the **Policy Initiatives Advisor-Administrative** classification as a broader replacement classification. The affected agencies will be required to process manual reallocation notices and submit them to OSER for approval since the Policy Initiatives Advisor-Administrative classification is not delegated. Questions may be directed to Leean White at (608) 267-0344.
6. *Change the classification title of* **Historic Preservation Supervisor** to **Historical Society Program Supervisor**, and *modify* the classification specification, **effective October 3, 2004**. The revisions are the result of a reorganization that combined the Historic Preservation and Public History Divisions. The agency will be required to process the reallocation notice for this classification action. Questions may be directed to Denise Kohout at (608) 266-0712.
7. *Change the classification title of* **Institution Business Director** to **Correctional Management Services Director**, and *modify* the classification specification **effective October 3, 2004**, to reflect this classification is used only by the Department of Corrections. The agency will submit reallocation notices to OSER for processing. Questions may be directed to Stacie Meyer at (608) 267-1013.

8. *Modify* the **Administrative Manager** classification specification, **effective October 3, 2004**, to remove the requirement that positions supervise a minimum of ten staff and reinforce the need for positions in this classification to meet the definitions of supervisor and management. The affected agencies will be required to process manual reallocation notices and submit them to OSER for approval because the Administrative Manager classification is not delegated.. Questions may be directed to Leean White at (608) 267-0344.
9. *Modify* the **Attorney** classification specification **effective October 3, 2004**, to provide clarification in the qualifications section of the specification that individuals who are eligible for licensure as an Attorney in Wisconsin may be eligible for appointment to the position if the job announcement stated that licensure is required by the end of the probationary period. No reallocation notices are required for this classification action. Questions may be directed to Denise Kohout at (608) 266-0712.
10. *Modify* the **Food Safety Consultant** classification specification **effective October 3, 2004**, to clarify the requirement of a Registered Sanitarian Certification by the end of the probationary period. No reallocation notices are required. Questions may be directed to Stacie Meyer at (608) 267-1013.

#### **Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is October 18, 2004. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162.

#### **Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Wil Mickelson at (608) 266-0714 if you have any questions about information contained in the Alpha List.

#### **Contact Points:**

Questions may also be directed to the appropriate analyst at the OSER Fax number (608) 267-1000 or by e-mail at (using the analyst's name) [firstname.lastname@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

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Division of Merit Recruitment and Selection

Classification				FLSA				
	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
<b><u>ABOLISH</u></b>								
1)	Community Treatment Specialist							
	52761	12-06	12	2	E	N	112	174
3)	Deputy Division Administrator, Department of Electronic Government							
	13190	81-01	19	1	E	N	001	064
5)	DHFS Youth Policy Director							
	09840	81-02	18	2	E	N	003	026
2)	Engineering Program Coordinator							
	25160	14-48	14	2	E	N	028	059

<b>Classification</b>		<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**ABOLISH (Cont'd)**

4)	Policy Initiatives Advisor	09670	81-01	19	1	E	N	001	005
5)	Public Utility Policy Advisor	09700	81-02	99	2	E	N	019	026

**CREATE**

5)	Policy Initiatives Advisor-Administrative	09390	81-02	18	1	E	N	003	005
4)	Policy Initiatives Advisor-Executive	09340	81-01	19	1	E	N	001	005

**CHANGE THE CLASSIFICATION TITLE/MODIFY**

6)	<b>Historic Preservation Supervisor</b>								
	<u>OLD</u>	57420	81-03	17	2	E	N	108	165
	<b>Historical Society Program Supervisor</b>								
	<u>NEW</u>	57420	81-03	17	2	E	N	108	165
7)	<b>Institution Business Director</b>								
	<u>OLD</u>	06400	81-02	17	2	E	N	003	005
	<b>Correctional Management Services Director</b>								
	<u>NEW</u>	06400	81-02	17	2	E	N	003	005

**MODIFY**

8)	Administrative Manager	07180	81-01	19	1	E	N	001	005
9)	Attorney	30100	09-75	9	2	E	E	119	178
10)	Food Safety Consultant	70370	05-14	5	4	N	N	293	489
3)	Information Technology Manager	13150	81-01	19	1	E	N	001	005
1)	Treatment Specialist 1	50201	12-06	12	2	E	N	112	174
	Treatment Specialist 2	50202	12-07	12	2	E	N	112	174

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

Effective Date: 1-10: October 3, 2004